



HOUSING PROGRAMS MANAGER – HOME & NHTF

APPLICATION DEADLINE IS FRIDAY, NOVEMBER 11, 2016 AT 11:59PM

Division: Community Programs
Reports to: Director of Community Programs
Location: Nashville, TN
Full-time/Part-time: Full-time
Salary Grade: 35
Monthly Salary Range Minimum: \$4,091
FLSA Classification: Exempt (03)

Critical features of this job are described under the headings below. They may be subject to change due to changes in our business processes or other business-related reasons.

POSITION SUMMARY: Oversees administration and implementation of the federally-funded HOME Investment Partnership Program (HOME), the National Housing Trust Fund Program (NHTF), and other federal or state programs as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties and responsibilities include the following. Other duties may be assigned.

- Directly supervises staff; interviews, hires, and trains employees; makes assignments and monitors work; develops employee skills and encourages growth and development; reviews and evaluates employee performance; addresses workplace issues and provides guidance, coaching, and disciplinary measures for staff; addresses personnel issues in conjunction with appropriate leadership and the Human Resources division.
- Evaluates federal requirements and priorities and implements program policies and processes in conformance with regulations and state goals; reviews statutory and regulatory changes and recommended policy clarifications with Director.
- Supervises development of the state's plans to implement HOME and NHTF and collaborates to prepare the federal applications for both federal resources.
- Manages implementation of other housing programs and initiatives as assigned.
- Oversees preparation of contracts with grantees and vendors.
- Reviews grantee pay requests.
- Supervises compliance monitoring of HOME and NHTF grantees and implementation of actions resulting from compliance reviews.
- Communicates with federal agencies with program oversight responsibilities on program implementation issues.
- Evaluates program performance, gathers feedback from grantees and other interested parties, and develops policy recommendations for consideration and implementation.
- Prepares policy documents for HOME and NHTF, and communicates changes and clarifications to grantees.
- Ensures the collection and reporting of required performance data.
- Communicates program availability and effectiveness to federal, state and local partners.
- Monitors program financial performance and collaborates internally to effectively use all federal resources in conformance with federal commitment and expenditure requirements.

- Ensures the provision of appropriate technical assistance to grantees, including workshops, training opportunities and program materials.
- Identifies needs, recommends improvements, and collaborates internally to use technology to improve process efficiency for both THDA staff and grantees.
- Researches specific policy issues and provides related recommendations to Director.

MINIMUM QUALIFICATIONS

The requirements listed below are representative of the knowledge, skills, and/or abilities required.

Education and Experience:

- Bachelor's degree.
- Two years of management experience with increasing levels of responsibility.
- One year of experience in the administration of HOME and/or NHTF and/or federal grants management.
- Experience working in a federal, state, or local grant program.
- Experience working with the HOME program preferred.
- Certification as a HOME Program Specialist – Regulations is preferred.
- Experience working with a federal, state, or local housing program associated with the rehabilitation and/or development of housing for homeownership or rental purposes is preferred.

The above qualifications express the minimum standards of education and/or experience for this position. Other combinations of education and experience, if evaluated as equivalent, may be taken into consideration.

Knowledge, Skills, Abilities, and Competencies:

- Considerable knowledge of the laws, rules, and regulations related to the relevant housing programs.
- Knowledge of real estate construction financing, sales and rental property management.
- Knowledge of U. S. Department of Housing and Urban Development data systems, including Integrated Disbursement and Information System (IDIS) and the Disaster Recover Grant Reporting (DRGR) system.
- Ability to effectively manage staff.
- Ability to plan and direct the work of others.
- Ability to exercise good judgment in evaluating situations and making decisions.
- Capacity to effectively work independently with limited direct supervision and to work cooperatively within a team setting.
- Strong interpersonal skills.
- Excellent verbal and written communication skills.
- Collaborates effectively with staff, co-workers, and external parties.
- Maintains credibility through sincerity, honesty, and discretion.
- Builds and maintains positive relationships with internal and external constituents.
- Strong organizational skills.
- Strong time management skills; uses time effectively; consistently meets deadlines.
- Maintains a high level of confidentiality.
- Documents regularly, thoroughly, accurately, and completely.
- High level of detail and accuracy.
- Exercises good and consistently fair judgment, courtesy, and tact in dealing with the staff and public in giving and obtaining information.
- Computer literate; proficient in Microsoft Word, Excel, Outlook, and the internet; able to effectively adapt to and use other computer systems as needed for daily activities.

Special Demands:

The special demands described here are representative of those that must be met by a staff member to successfully perform the essential functions of this job.

- Current, valid driver's license from domicile state and the ability to drive.
- Occasional in-state and out-of-state travel (approximately 10%).

- While performing the duties of this job, the employee is regularly required to sit; stand; use hands to finger, handle or feel; and talk and hear.
- The employee is occasionally required to walk; reach with hands and arms, and stoop, kneel, or crouch.
- Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

EQUAL OPPORTUNITY/EQUAL ACCESS/AFFIRMATIVE ACTION EMPLOYER

APPLICATION MUST BE COMPLETE AND RESUME ATTACHED FOR CONSIDERATION

**PLEASE VISIT OUR WEBSITE AT WWW.THDA.ORG/CAREERS AND FOLLOW
THE ONLINE APPLICATION INSTRUCTIONS**